

OFFICIAL PUBLIC NOTICE



MEETING OF THE FINANCE COMMITTEE

TUESDAY, APRIL 04, 2023 AT 5:30 PM

COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581

WEBEX:

<https://cityofrichlandcenter.my.webex.com/cityofrichlandcenter.my/j.php?MTID=m7f8d21e267bfda274486399ad40b282e>

PHONE: Call 1-408-418-9388

ENTER MEETING NUMBER: 2559 677 7124# ENTER PASSWORD: 3466#

AGENDA

ROLL CALL:

APPROVAL OF MINUTES: *Motion to waive the reading and approve the minutes of the last meeting.*

1. Minutes Finance 3/07/23

PAYMENT OF BILLS:

2. Bills 4/04/23

CLERK/TREASURER'S REPORT

ITEMS FOR DISCUSSION AND ACTION:

3. Street Department Salt Purchase
4. Purchase of New Weed Eaters for Parks Department
5. Funding Request from "Walk Your Wheels"
6. Consider Revisions to Financial Policy

ADJOURN

Posted this 30th day of March, 2023 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

A handwritten signature in cursive script, appearing to read "Aaron Joyce", written over a horizontal line.

Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

ROLL CALL: Meeting called to order at 6:04 PM. Members present: Karin Tepley, Melony Walters, and Ryan Cairns. Other officials present: City Administrator Ashley Oliphant, City Clerk/Treasurer Aaron Joyce, Economic Development Director Jasen Glasbrenner, Mayor Todd Coppernoll, and City Attorney Chris McGough.

APPROVAL OF MINUTES: Motion by Tepley to waive the reading and approve the February 7, 2023 Finance Committee minutes as presented. Seconded by Cairns. Motion carried 3-0.

PAYMENT OF BILLS: Motion by Tepley to pay the bills as presented. Seconded by Cairns. Motion carried 3-0.

CLERK/TREASURER'S REPORT: Clerk/Treasurer Joyce reported that the 2022 tax collection was completed with \$5.8-million collected. The February 21st Primary Election saw a 24% turnout. Ballots for the April 4th General Election will go out next week. With the Common Council moving to one meeting per month, changes will need to be made to the Financial Policy. Revisions are being worked on and will be presented at an upcoming Finance & Council meeting. Members of the Clerk's office, Utility office, City Administrator, Wastewater, and Public Works met with a representative from Rural Development regarding civil rights compliance as related to a Rural Development grant a few years ago. The meeting went well and the representative made positive suggestions for improvements.

ITEMS FOR DISCUSSION AND ACTION:

3. Awarding Bid for the 2023 Phase 2 Cedar Street Utility and Roadway Improvements Project and Project Alternate.
The base bid for this project starts at Stori Drive on Cedar Street and goes north to intersection with 7th Street and around the loop to 8th Street to Nimocks Drive. The alternate bid starts at Stori Drive and goes south to the intersection of 5th Street. It was noted that three contractors placed bids for the project, with G-Pro being the lowest bid at \$1,281,944.20 – \$937,862.95 for the base bid and \$302,081.30 for the alternate. The City/Public Works cost of the project is \$231,086.55. \$240,000 was budgeted for this phase of the project. G Pro is a relatively new construction company but has had good reviews in other communities. Motion by Tepley to recommend to Council to approve both the base bid and alternate bid from G-Pro at a total cost of \$1,281,944.20, with funds for the City/Public Works portion of the project coming from the 2023 Street Projects Outlay in the 2023 budget. Second by Cairns. Motion carried 3-0.
4. Obtaining Real Estate Services for Sale of City Owned Parcels
Economic Development Director Jasen Glasbrenner noted that two lots were obtained from Richland County through the tax deed process: 460 W. 1st and 291 N. Jefferson St. Existing structures on both lots were razed. Both lots are setup to allow for multifamily dwellings. Glasbrenner said that it was determined that the best method of executing the sale process is through a realtor and it would not save public funds to conduct the sale in-house. Motion by Tepley to authorize Director Glasbrenner to acquire a realtor as outlined by the City Financial Policy and to take all necessary steps to list the lots at 460 W. 1st and 291 N. Jefferson St. for sale. Seconded by Cairns. Mayor Coppernoll noted that a similar process to employ a professional realtor was used for the sale of lots on Wedgewood Drive two years ago. Motion carried 3-0.
5. Revisions to Financial Policy

Oliphant, Joyce, and Deputy Clerk/Treasurer Shawn Walsh have been meeting to create a Financial Policy to accommodate the new meeting schedule of the City Council in relation to approving city bills. Some options include having the Finance Committee continue to meet twice per month, have City Council give the Finance Committee the authority to approve bills, and have the Finance Committee meet the 3rd week of the month to accommodate most payable billing cycles. Oliphant noted that authority would need to be given to Finance to give final approval of bills instead of Council holding that authority. Tepley, Cairns, and Walters were surveyed and felt that one meeting per month during the 3rd week would be acceptable. No official action was requested or taken.

ADJOURN

Motion to adjourn made by Walters. Seconded by Tepley. Motion carried 3-0 at 6:30 PM.

Minutes respectfully submitted by Clerk/Treasurer Aaron Joyce.

Recreation Department Bills

Total

\$115.00

7-Mar-23

Item	Budget	Description	Cost
Rhyme	Community Center	Copier Paper	\$115.00
Total			\$115.00

Capital One-Walmart	116.62
Peak Software	1,891.50
Rhyme (CC copier)	210.00
	<u>2,333.12</u>

Park/Property Bills

Total

\$23,701.00

30-Mar-23

Vendor	Item	Date	Cost
All American Do it Center	10-51850-470 Comm Ctr Leak repair, 10-55300-655 Picnic tables, benches, shelter, dike sign supplies, 10-55300-400 Parks PPE Exchange Spencer, 10-51850-390 Posts	2/8/2023, 2/15/2023, 2/16/2023, 3/22/2023	\$140.88
Auto Value Parts Stores	10-51850-440 Truck 3 Tail light, 10-51580-440 Batter Comm Ctr Car	2/15/2023, 2/27/2023	\$263.98
Carrot-Top Industries	10-51850-525 Wisconsin Flags	3/6/2023	\$160.54
City Utilities	10-51850-470 City Hall lights outside, 10-51850-470 Community Center Parking Lot	2/9/2023, 3/13/2023	\$843.93
Ferrellgas	10-54900-310 Airport Terminal Bldg Heat	2/23/2023	\$917.67
Graybar	10-61000-961 Parks Outlay Dike Lights	3/8/2023	\$9,540.00
Holiday Wholesale	10-55300-700 Comm Ctr, 10-51850-520 All Bldgs, 10-55300-700 All Bldgs, 10-51850-520 Cleaner, 10-51850-520, 10-51850-520 Tissue, 10-51850-700 Concessions	1/31/2023, 2/2/2023, 2/7/2023, 2/21/2023, 3/7/2023, 3/14/2023, 3/28/2023	\$1,860.96
Johnson Controls	10-51850-565 Fire Protection	2/1/2023	\$2,257.95
Napa Auto Parts	10-51850-440 Truck 4 Boxlift	1/9/2023	\$74.59
Nature's Way Portable Units	10-55300-655 Portable toilets	2/28/2023	\$366.00
OMNI Technologies	10-51850-565 Community Center Fire Alarm Monitoring	3/10/2023	\$360.00
Premier Co-op	10-51850-500 Fuel, 10-51850-500 Fuel	1/31/2023, 2/28/2023	\$2,977.64
QT Pod	10-54900-505 Airport Credit Cards	3/22/2023	\$70.97
Ritchie Implement	10-51850-440 Tie Rod for Tool Cat, 10-51850-440 Parks	2/13/2023, 3/20/2023	\$587.59
Simpson's Tractor Inc.	10-51850-440 Parks Snow Blower	2/15/2023	\$824.88
The Homesteader's Store, Inc.	10-51850-440 All Lawn Mowers, 10-51850-440 Blades for Tractor	2/24/2023, 3/16/2023	\$1,360.33
Vettesnik Power Sports	10-51850-440 Oil Change 3 UTVs	3/21/2023	\$117.97
Wallace Electric LLC	10-51850-470 Replace Light Fixture in Meyer Bathroom	3/11/2023	\$254.23
Walmart	10-51850-390 Bins for Blueprints	3/16/2023	\$171.90
Walsh's ACE Hardware:	10-51850-470 Roof Patch Comm Ctr, 10-55300-655 Bench & Table Supplies, 10-51850-390 Comm Center Key, 10-55300-400 Parks PPE Spencer, 10-51850-390 Toilet auger & batteries, 10-51850-390 Parks tools, 10-51850-390 sidewalk salt, 10-51850-440 chainsaw supplies, 10-51850-390 parks chainsaw supplies, 10-51850-390 parks, 10-55300-655 Bench & Table Supplies, 10-51850-470 Parks, 10-51850-390 concrete for signs, 10-54900-520 Airport Supplies	2/7/2023, 2/9/2023, 2/13/2023, 2/14/2023, 2/14/2023, 2/23/2023, 2/28/2023, 3/1/2023, 3/2/2023, 3/8/2023, 3/13/2023, 3/21/2023, 3/22/2023, 3/23/2023	\$548.99
Total			\$23,701.00

Park/Property Bills

Total

\$25,914.60

16-Mar-23

Vendor	Item	Date	Cost
TC Networks, INC	10-61000-961 Cameras Tennis Court, 10-61000-961 Cameras Pool, 10-61000-691 Cameras Park, 10-61000-691 Cameras Park Parking, 10-61000-691 Cameras Park Center, 10-61000-691 Cameras Keepers Shelter, 10-61000-691 Cameras Community Center	3/11/2023	\$24,462.11
Wallace Electric LLC	10-61000-961 Cameras	3/11/2023	\$1,452.49
Total			\$25,914.60

City of Richland Center

Invoice Register - Richland Center

Page: 1

Input Dates: 4/4/2023 - 4/4/2023

Apr 04, 2023 03:12PM

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
B M O HARRIS BANK N.A. (3022)						
B M O HARRIS BANK N.A.	03-2023 CIT	1	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	142.41
B M O HARRIS BANK N.A.	03-2023 CIT	2	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	21.80
B M O HARRIS BANK N.A.	03-2023 CIT	3	Invoice	CITY ACCT ENDING #4437-USPS STAMPS	03/27/2023	252.00
B M O HARRIS BANK N.A.	03-2023 CIT	4	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	181.17
B M O HARRIS BANK N.A.	03-2023 CIT	5	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	91.46
B M O HARRIS BANK N.A.	03-2023 CIT	6	Invoice	CITY ACCT ENDING #4437-AMAZON	03/27/2023	58.99
B M O HARRIS BANK N.A.	03-2023 CIT	7	Invoice	CITY ACCT ENDING #4437-B&H PHOTO	03/27/2023	380.33
B M O HARRIS BANK N.A.	03-2023 POL	1	Invoice	PD ACCT ENDING #0653-AMAZON	03/27/2023	92.80
B M O HARRIS BANK N.A.	03-2023 POL	2	Invoice	PD ACCT ENDING #0653-POCKET PRESS	03/27/2023	109.93
Total B M O HARRIS BANK N.A. (3022):						1,330.89
BAYCOM INC (2516)						
BAYCOM INC	042477	1	Invoice	PD MD COMPUTER INV #EQUIP 042477	02/28/2023	2,849.00
BAYCOM INC	042612	1	Invoice	PD MD COMPUTER INV #EQUIP 042612	12/30/2022	2,849.00
Total BAYCOM INC (2516):						5,698.00
BOARDMAN & CLARK LLP (3040)						
BOARDMAN & CLARK LLP	265322	1	Invoice	INV #256303-GENL CITY MATTERS	03/20/2023	69.00
BOARDMAN & CLARK LLP	265323	1	Invoice	INV #265323-TAX ASSMT APPEAL	03/20/2023	160.00
BOARDMAN & CLARK LLP	265324	1	Invoice	INV #256304-2022 ASSESSMENT	03/20/2023	884.50
Total BOARDMAN & CLARK LLP (3040):						1,113.50
BOHN, MOLLY (3897)						
BOHN, MOLLY	031623	1	Invoice	CC REFUND-M BOHN	03/16/2023	28.00
Total BOHN, MOLLY (3897):						28.00
CAPITAL ONE (3785)						
CAPITAL ONE	03-2023 PAR	1	Invoice	ACCT #621034-MUN BLDG STORAGE	03/19/2023	171.90
Total CAPITAL ONE (3785):						171.90
CITY TREASURER-PETTY CASH (90)						
CITY TREASURER-PETTY CASH	02-2023	1	Invoice	REPLENISH PETTY CASH	03/01/2023	38.74
Total CITY TREASURER-PETTY CASH (90):						38.74
CIVICPLUS LLC (3856)						
CIVICPLUS LLC	255957	1	Invoice	INV #255957-MUNICODE WEB	03/03/2023	7,435.00
CIVICPLUS LLC	255958	1	Invoice	INV #255958-AGENDA/MTG MGMT	03/03/2023	3,800.00
Total CIVICPLUS LLC (3856):						11,235.00
COMPUTER DOCTORS LLC (2323)						
COMPUTER DOCTORS LLC	5315	1	Invoice	INV #5315-COMPUTER SUPPLIES	03/13/2023	77.49
COMPUTER DOCTORS LLC	5315	2	Invoice	INV #5315-ZONING SETUP	03/13/2023	65.00
Total COMPUTER DOCTORS LLC (2323):						142.49
EHLERS (3131)						
EHLERS	91669	1	Invoice	INV #91669-TID 4 REPORTING	02/14/2023	1,500.00
Total EHLERS (3131):						1,500.00

City of Richland Center

Invoice Register - Richland Center

Page: 2

Input Dates: 4/4/2023 - 4/4/2023

Apr 04, 2023 03:12PM

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
GOODWILL (3898)						
GOODWILL	031723-GOO	1	Invoice	M SCHWARZ RESTN TO GOODWILL	03/17/2023	77.74
Total GOODWILL (3898):						77.74
GUNDLACH, MAX (1960)						
GUNDLACH, MAX	03-2023 GU	1	Invoice	03-12-23 REFEREE PYMT-GUNDLACH	03/31/2023	90.00
GUNDLACH, MAX	03-2023 GU	2	Invoice	03-19-23 REFEREE PYMT-GUNDLACH	03/31/2023	90.00
Total GUNDLACH, MAX (1960):						180.00
HALLETT, LARRY (1153)						
HALLETT, LARRY	031923-HAL	1	Invoice	03-19-23 REFEREE PYMT-L HALLETT	03/19/2023	90.00
Total HALLETT, LARRY (1153):						90.00
JELINEK, GRETCHEN (209)						
JELINEK, GRETCHEN	03-2023 ASS	1	Invoice	MAR ASSESSOR PYMT-G JELINEK	03/31/2023	1,658.33
Total JELINEK, GRETCHEN (209):						1,658.33
KOELSCH, BEN (3592)						
KOELSCH, BEN	03-2023	1	Invoice	MAR CABLE SPONSORSHIP	03/31/2023	1,933.75
Total KOELSCH, BEN (3592):						1,933.75
ORELLANA, MARIA (3899)						
ORELLANA, MARIA	031423-ORE	1	Invoice	PKT TICKET OVERPYMT-M ORELLANA	03/14/2023	60.00
Total ORELLANA, MARIA (3899):						60.00
QTPOD (3471)						
QTPOD	3067	1	Invoice	10 GAS CARDS - ORDER #3067	03/22/2023	50.00
QTPOD	3067	2	Invoice	GAS CARDS SHIPPING CHARGE	03/22/2023	20.97
QTPOD	3067	3	Invoice	ORDER #3067 CREDIT	03/22/2023	23.00
Total QTPOD (3471):						47.97
R A R (2648)						
R A R	031523	1	Invoice	DOG CONTRACT INV #127411	03/15/2023	180.00
Total R A R (2648):						180.00
RHYME BUSINESS PRODUCTS-DALLAS (2921)						
RHYME BUSINESS PRODUCTS-DALLAS	335822212	1	Invoice	POLICE COPIER INV #33582212	03/06/2023	246.18
RHYME BUSINESS PRODUCTS-DALLAS	33684946	1	Invoice	POLICE COPIER INV #3684946	03/21/2023	209.58
Total RHYME BUSINESS PRODUCTS-DALLAS (2921):						455.76
RHYME BUSINESS PRODUCTS-PORTAGE (2839)						
RHYME BUSINESS PRODUCTS-PORTAGE	AR622143	1	Invoice	ACCT #PT6282-POLICE DEPT	03/15/2023	115.00
RHYME BUSINESS PRODUCTS-PORTAGE	AR622360	1	Invoice	ACCT #PT9500-CITY CLERK	03/15/2023	124.58
RHYME BUSINESS PRODUCTS-PORTAGE	AR622377	1	Invoice	ACCT #PT6282-POLICE DEPT	03/15/2023	25.10
RHYME BUSINESS PRODUCTS-PORTAGE	AR623699	1	Invoice	ACCT #PT6282-POLICE DEPT	03/21/2023	31.25
Total RHYME BUSINESS PRODUCTS-PORTAGE (2839):						295.93

City of Richland Center

Invoice Register - Richland Center

Page: 3

Input Dates: 4/4/2023 - 4/4/2023

Apr 04, 2023 03:12PM

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
RICHLAND COUNTY AMBULANCE (348)						
RICHLAND COUNTY AMBULANCE	042023 AMB	1	Invoice	APR AMBULANCE PAYMENT	03/24/2023	9,590.00
Total RICHLAND COUNTY AMBULANCE (348):						9,590.00
RICHLAND FIRE DISTRICT (1629)						
RICHLAND FIRE DISTRICT	223029	1	Invoice	FIRE CALL-R DWYER ACCIDENT	02/21/2023	616.00
RICHLAND FIRE DISTRICT	223034	1	Invoice	FIRE CALL-J PEPE ACCIDENT	03/10/2023	600.00
RICHLAND FIRE DISTRICT	223041	1	Invoice	FIRE CALL-HILLSIDE DEPOT ALARM	03/19/2023	600.00
RICHLAND FIRE DISTRICT	223042	1	Invoice	FIRE CALL-HILLSIDE DEPOT ALARM	03/19/2023	600.00
RICHLAND FIRE DISTRICT	223047	1	Invoice	FIRE CALL-HILLSIDE DEPOT ALARM	03/29/2023	300.00
Total RICHLAND FIRE DISTRICT (1629):						2,716.00
RICHLAND HOSPITAL, INC (358)						
RICHLAND HOSPITAL, INC	021323	1	Invoice	JAN LAB SERVICES-POLICE	02/13/2023	196.00
Total RICHLAND HOSPITAL, INC (358):						196.00
RICHLAND MOBIL MART (360)						
RICHLAND MOBIL MART	33950	1	Invoice	POLICE INV #33950	02/07/2023	700.00
Total RICHLAND MOBIL MART (360):						700.00
SCHWAAB, INC (379)						
SCHWAAB, INC	8019385	1	Invoice	BANK STAMPS INV #8019385	02/16/2023	176.47
Total SCHWAAB, INC (379):						176.47
TC AUTOWORKS LLC (3622)						
TC AUTOWORKS LLC	11137	1	Invoice	ACCT #01144-POLICE DEPT	03/20/2023	56.93
Total TC AUTOWORKS LLC (3622):						56.93
TOP PACK DEFENSE LLC (3304)						
TOP PACK DEFENSE LLC	10184	1	Invoice	RCPD INV #10184-COLEMAN BPV	01/31/2023	1,205.00
Total TOP PACK DEFENSE LLC (3304):						1,205.00
U S CELLULAR (433)						
U S CELLULAR	0567508411	1	Invoice	ACCT #854828109-FLOODWARNING	03/10/2023	40.51
U S CELLULAR	0569251531	1	Invoice	ACCT #201978132-CELL/MIEDEN	03/18/2023	54.50
U S CELLULAR	0569251531	2	Invoice	ACCT #201978132-CELL/MAYOR	03/18/2023	38.99
U S CELLULAR	0569251531	3	Invoice	ACCT #201978132-CELL/FRY	03/18/2023	48.49
U S CELLULAR	0569251531	4	Invoice	ACCT #201978132-CELL/NELSON	03/18/2023	52.14
Total U S CELLULAR (433):						234.63
VERIZON WIRELESS (2693)						
VERIZON WIRELESS	9930648194	1	Invoice	PD ACCT #283186952-00001	03/21/2023	548.54
Total VERIZON WIRELESS (2693):						548.54
VIERBICHER ASSOCIATES, INC (447)						
VIERBICHER ASSOCIATES, INC	1-CONG DIR	1	Invoice	INV #1-CONG DIR FUND ASSIST	03/08/2023	222.50
VIERBICHER ASSOCIATES, INC	1-ZONING	1	Invoice	INV #1-ZONING ADMINISTRATOR	03/07/2023	3,976.50

City of Richland Center

Invoice Register - Richland Center

Page: 4

Input Dates: 4/4/2023 - 4/4/2023

Apr 04, 2023 03:12PM

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
Total VIERBICHER ASSOCIATES, INC (447):						4,199.00
W CHRIS MCGOUGH, LLC (3688)						
W CHRIS MCGOUGH, LLC	1806	1	Invoice	INV #1806-COUNCIL/GENL TASKS	03/31/2023	5,212.50
W CHRIS MCGOUGH, LLC	1807	1	Invoice	INV #1807-TRAFFIC COURT	03/31/2023	3,275.00
Total W CHRIS MCGOUGH, LLC (3688):						8,487.50
WAL-MART (3069)						
WAL-MART	031423	1	Invoice	RESTITUTION-BRABENDER TO WALMART	03/14/2023	33.14
WAL-MART	031423-2	1	Invoice	RESTITUTION-NEEFE TO WALMART	03/14/2023	167.47
Total WAL-MART (3069):						200.61
WEGNER AUTO SERVICE (1291)						
WEGNER AUTO SERVICE	5180	1	Invoice	POLICE INV #5180	03/10/2023	200.00
WEGNER AUTO SERVICE	5788	1	Invoice	POLICE INV #5788	04/02/2023	350.00
Total WEGNER AUTO SERVICE (1291):						550.00
WEX BANK (3273)						
WEX BANK	88190863	1	Invoice	POLICE ACCT #0496-00-916807-1	03/31/2023	2,802.31
Total WEX BANK (3273):						2,802.31
WI CRISIS NEGOTIATORS ASSN (3839)						
WI CRISIS NEGOTIATORS ASSN	033023	1	Invoice	PD REGISTRATION-L MOE	03/30/2023	75.00
Total WI CRISIS NEGOTIATORS ASSN (3839):						75.00
WI DEPT OF JUSTICE-CRIME (476)						
WI DEPT OF JUSTICE-CRIME	02-2023	1	Invoice	ACCT #G2489-POLICE DEPT	02/20/2023	7.00
WI DEPT OF JUSTICE-CRIME	031423	1	Invoice	POLICE ACCT #G2489	03/14/2023	7.00
WI DEPT OF JUSTICE-CRIME	031723	1	Invoice	POLICE ACCT #G2489	03/17/2023	7.00
Total WI DEPT OF JUSTICE-CRIME (476):						21.00
WIL-KIL PEST CONTROL (464)						
WIL-KIL PEST CONTROL	4606743	1	Invoice	ACCT #131539-MUN BLDG	03/08/2023	63.30
Total WIL-KIL PEST CONTROL (464):						63.30
WILSON, COLTON (3453)						
WILSON, COLTON	031223	1	Invoice	03-12-23 REFEREE PYMT-WILSON	03/12/2023	90.00
Total WILSON, COLTON (3453):						90.00
WPPI ENERGY (3434)						
WPPI ENERGY	INV19045	1	Invoice	LED PROJ INV #INV19045	04/01/2023	421.62
Total WPPI ENERGY (3434):						421.62
Grand Totals:						58,571.91

Report GL Period Summary

City of Richland Center

Invoice Register - Richland Center
Input Dates: 4/4/2023 - 4/4/2023Page: 5
Apr 04, 2023 03:12PM

GL Period	Amount
GL Period	Amount
04/23	58,571.91
Grand Totals:	58,571.91

Vendor number hash: 132118
Vendor number hash - split: 165796
Total number of invoices: 58
Total number of transactions: 72

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	58,571.91	.00	58,571.91
Grand Totals:	58,571.91	.00	58,571.91

City of Richland Center

Invoice Register - Richland Center

Page: 1

Input Dates: 3/28/2023 - 3/28/2023

Apr 04, 2023 03:11PM

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
AUTO VALUE PARTS STORES (3188)						
AUTO VALUE PARTS STORES	529088796	1	Invoice	ACCT #529000051-STREET DEPT	02/27/2023	211.45
AUTO VALUE PARTS STORES	529088850	1	Invoice	ACCT #529000051-STREET DEPT	03/01/2023	23.94
AUTO VALUE PARTS STORES	529089368	1	Invoice	ACCT #529000051-STREET DEPT	03/17/2023	52.83
Total AUTO VALUE PARTS STORES (3188):						288.22
BADGER WELDING SUPPLY, INC (31)						
BADGER WELDING SUPPLY, INC	3757069	1	Invoice	ACCT #12213-STREET DEPT	02/28/2023	35.00
BADGER WELDING SUPPLY, INC	3758987	1	Invoice	ACCT #12213-STREET DEPT	03/15/2023	130.80
Total BADGER WELDING SUPPLY, INC (31):						165.80
DECKER SUPPLY CO, INC (117)						
DECKER SUPPLY CO, INC	922041	1	Invoice	FLASHING STOP SIGNS INV #922041	12/28/2022	2,823.00
Total DECKER SUPPLY CO, INC (117):						2,823.00
GRANT COUNTY TRUCK BODIES LLC (3725)						
GRANT COUNTY TRUCK BODIES LLC	66766	1	Invoice	STREET DEPT INV #66766	01/31/2023	730.00
Total GRANT COUNTY TRUCK BODIES LLC (3725):						730.00
HILLSBORO EQUIPMENT, INC (191)						
HILLSBORO EQUIPMENT, INC	292483	1	Invoice	ACCT #13860-CITY STREET DEPT	03/22/2023	14.86
Total HILLSBORO EQUIPMENT, INC (191):						14.86
L F GEORGE, INC (714)						
L F GEORGE, INC	IC88196	1	Invoice	ACCT #C23181-STREET DEPT	03/17/2023	898.77
Total L F GEORGE, INC (714):						898.77
LAKES GAS COMPANY (3238)						
LAKES GAS COMPANY	1862459	1	Invoice	ACCT #1097-STREET DEPT	03/01/2023	100.00
Total LAKES GAS COMPANY (3238):						100.00
M S A PROFESSIONAL SERVICES, INC (252)						
M S A PROFESSIONAL SERVICES, INC	R11137035.0	1	Invoice	INV #12-7TH/8TH/CEDAR IMPRVMTS	03/07/2023	1,549.61
Total M S A PROFESSIONAL SERVICES, INC (252):						1,549.61
NAPA AUTO PARTS (1713)						
NAPA AUTO PARTS	579270	1	Invoice	ACCT #1320-STREET DEPT	02/02/2023	89.95
NAPA AUTO PARTS	579599	1	Invoice	ACCT #1320-STREET DEPT	02/07/2023	99.54
NAPA AUTO PARTS	580372	1	Invoice	ACCT #1320-STREET DEPT	02/20/2023	56.30
NAPA AUTO PARTS	580729	1	Invoice	ACCT #1320-STREET DEPT	02/27/2023	38.47
NAPA AUTO PARTS	580834	1	Invoice	ACCT #1320-STREET DEPT	02/28/2023	9.55
NAPA AUTO PARTS	582002	1	Invoice	ACCT #1320-STREET DEPT	03/16/2023	176.75
NAPA AUTO PARTS	582047	1	Invoice	ACCT #1320-STREET DEPT	03/16/2023	28.02
NAPA AUTO PARTS	582070	1	Invoice	ACCT #1320-STREET DEPT	03/17/2023	33.14
NAPA AUTO PARTS	582468	1	Invoice	ACCT #1320-STREET DEPT	03/23/2023	89.94
NAPA AUTO PARTS	SVC022823	1	Invoice	ACCT #1320-STREET DEPT	02/28/2023	21.93
Total NAPA AUTO PARTS (1713):						643.59

City of Richland Center

Invoice Register - Richland Center

Page: 2

Input Dates: 3/28/2023 - 3/28/2023

Apr 04, 2023 03:11PM

Name	Invoice	Seq	Type	Description	Invoice Date	Total Cost
NATURE'S WAY PORTABLE UNITS (290)						
NATURE'S WAY PORTABLE UNITS	53021	1	Invoice	LANDFILL INV #53021	02/28/2023	153.00
Total NATURE'S WAY PORTABLE UNITS (290):						153.00
PREMIER CO-OP (2944)						
PREMIER CO-OP	02-2023 STR	1	Invoice	ACCT #4671541-STREET DEPT	02/28/2023	2,313.92
Total PREMIER CO-OP (2944):						2,313.92
RANDY OLSON TRUCKING LLC (3355)						
RANDY OLSON TRUCKING LLC	9434	1	Invoice	SNOW REMOVAL INV #9434	02/27/2023	600.00
Total RANDY OLSON TRUCKING LLC (3355):						600.00
RICHLAND COUNTY HIGHWAY (354)						
RICHLAND COUNTY HIGHWAY	01-2023 STR	1	Invoice	ACCT #38-STREET DEPT	01/31/2023	46.55
RICHLAND COUNTY HIGHWAY	01-2023 STR	2	Invoice	ACCT #38-STREET DEPT ADMIN FEES	01/31/2023	2.04
Total RICHLAND COUNTY HIGHWAY (354):						48.59
SLEEPY HOLLOW (2654)						
SLEEPY HOLLOW	31506	1	Invoice	ACCT #040592-STREET DEPT	03/01/2023	264.45
Total SLEEPY HOLLOW (2654):						264.45
TOWN & COUNTRY SANITATION, INC (871)						
TOWN & COUNTRY SANITATION, INC	03-2023 GA	1	Invoice	ACCT #8735-GARBAGE	03/01/2023	15,872.75
TOWN & COUNTRY SANITATION, INC	03-2023 GA	2	Invoice	ACCT #8735-OPERATOR	03/01/2023	839.00
TOWN & COUNTRY SANITATION, INC	03-2023 GA	3	Invoice	ACCT #8735-UW CAMPUS	03/01/2023	332.00
TOWN & COUNTRY SANITATION, INC	03-2023 LAN	1	Invoice	ACCT #8784-LANDFILL	03/01/2023	2,147.71
TOWN & COUNTRY SANITATION, INC	03-2023 REC	1	Invoice	ACCT #8783-RECYCLING	03/01/2023	6,810.30
Total TOWN & COUNTRY SANITATION, INC (871):						26,001.76
UNIVERSAL TRUCK EQUIPMENT (1301)						
UNIVERSAL TRUCK EQUIPMENT	60407	1	Invoice	STREET INV #60407	03/15/2023	665.55
Total UNIVERSAL TRUCK EQUIPMENT (1301):						665.55
WALSH'S ACE HARDWARE (455)						
WALSH'S ACE HARDWARE	484255	1	Invoice	ACCT #100601-STREET DEPT	02/28/2023	12.59
WALSH'S ACE HARDWARE	484573	1	Invoice	ACCT #100601-STREET DEPT	03/06/2023	18.59
WALSH'S ACE HARDWARE	484746	1	Invoice	ACCT #100601-STREET DEPT	03/08/2023	25.10
WALSH'S ACE HARDWARE	485724	1	Invoice	ACCT #100601-STREET DEPT	03/27/2023	7.55
Total WALSH'S ACE HARDWARE (455):						63.83
Grand Totals:						37,324.95

Report GL Period Summary

GL Period	Amount
03/23	37,324.95

City of Richland Center

Invoice Register - Richland Center
Input Dates: 3/28/2023 - 3/28/2023Page: 3
Apr 04, 2023 03:11PM

GL Period	Amount
Grand Totals:	37,324.95

Vendor number hash: 50324
Vendor number hash - split: 52420
Total number of invoices: 34
Total number of transactions: 37

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	37,324.95	.00	37,324.95
Grand Totals:	37,324.95	.00	37,324.95

CITY OF RICHLAND CENTER

Item 3.

AGENDA ITEM DATA SHEET

Agenda Item: Purchase salt from Richland County Highway Dept.

Meeting Date: 4/4/2023

Requested by: Terry Nelson, Street Superintendent

Reviewed/Recommended by: Public Works Committee

Background:

Financial Impact: Salt will be at \$109.00 per ton with a 4.39% administrative fee. I would like to purchase 280 tons. The cost of 280 tons is \$30,520.00 with an admin. Fee of \$1339.82 for a total of \$31,859.82

Funding Source: Annual line item budget for snow removal supplies. Annual budget is \$40,000.00. The remainder of line item is spent on cutting edges and curb guards for plows.

Requested Action: Make a motion to approve the purchase of salt from the Richland County Highway Dept. for \$31,859.82

Attachment(s): CARSON CULVER would like the finance committee to review county administration fees and possible building of a city salt shed.

CITY OF RICHLAND CENTER

Item 4.

AGENDA ITEM DATA SHEET

Agenda Item: New Weed Eaters

Meeting Date: 3/16/2023

Requested by: Dave Fry, Buildings & Grounds Superintendent

Reviewed/Recommended by: Property Committee approved waiving bid requirements.


Background: Requesting authorization to purchase 8 Weed Eaters. The Parks and Grounds Department's Weed Eaters are 10-15 years old and, as a result, require increasing time and expense to keep them in running order. Many of them are difficult to start, requiring staff to spend excessive time and energy starting the machines. The mechanic that looked at them last said they were getting to the end of their useful life and would soon be beyond repair.

Financial Impact: \$7500.00 was budgeted to replace 10 Weed Eaters but 8 will be adequate. 3 quotes were obtained to purchase 8 new Weed Eaters of various brands and models ranging from \$3,200.00 - \$4671.94.

Funding Source: 10-61000-961 Parks Outlay, budgeted for \$7500.00

Requested Action: Motion to select Weed Eater model and approve purchase

Attachment(s): Quote from The Homesteader's Store, Quote from Walsh's ACE Hardware

	26425 Hwy 14E		Buyer Name: Richland Center Parks	
	Richland Center, WI		Address:	
	53581		City: Richland Center	
	o 608-647-4100		State: WI	
	f 608-647-4300		Zip: 53581	
	Homesteadersstore.com		Phone:	
Proposal Date: 2/17/2023		Email:		
Wholegoods Proposed	Serial Number	Qty	Unit Cost	Total Cost
Husqvarna 525RX		8	\$400.00	\$3,200.00
967175701				\$0.00
				\$0.00
				\$0.00
				\$0.00
Items Subtotal				\$3,200.00
Accessories	Part Number	Qty	Unit Cost	Total Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Accessories Subtotal				\$0.00
Services				
Delivery				\$0.00
Install Labor			\$106.00	\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Services Subtotal				\$0.00
Subtotal				\$3,200.00
Trades				
Subtotal minus trade				\$3,200.00
Deposit				\$0.00
Documentation Fee				
Subtotal				\$3,200.00
Tax			0.00%	\$0.00
Total Due				\$3,200.00
Special Instructions:				
<p>Used equipment sold as is. Attention: Prices are only good at the time of the quote. Prices can change without notice only. Prices and terms can change on long term contracts outside Homesteader's control. Customer can cancel a stocked item if terms are not acceptable.</p>				
<p>Agreement to Purchase: I, the undersigned am agreeing to purchase the above items and services provided by the Homesteader's Store.</p>				
Purchaser _____		Date _____		

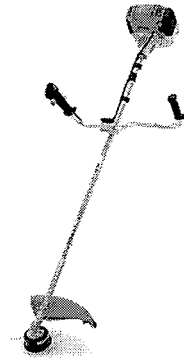
Weed Eater Quote: Walsh's ACE Hardware

Stihl FS131:

Specifications:

- Engine Power: 1.9 bhp
- Displacement: 36.3 cc
- Cutting Width: 16.5 inches

Cost:

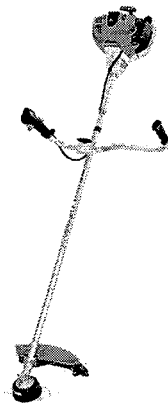
 $\$529.99 \text{ per unit} \times 8 \text{ units} = \4239.92 $20\% = \$847.98$ $\$4239.92 - \$847.98 = \underline{\underline{\$3391.94}}$ 

Stihl FS240:

Specifications:

- Engine Power: 2.3 bhp
- Displacement: 37.7 cc
- Cutting Width: 16.5 inches

Cost:

 $\$729.99 \text{ per unit} \times 8 \text{ units} = \5839.92 $20\% = \$1167.98$ $\$5839.92 - \$1167.98 = \underline{\underline{\$4671.94}}$ 

AGENDA ITEM DATA SHEET

Agenda Items:

- 15. Ordinance Amendment to Chapter 101.25(8a) of the Code of Ordinances Relating to the Operation of Bicycles on Public Sidewalks in the City.
- 17. Funding Request from "Walk Your Wheels."

Meeting Date: April 4, 2023

Requested by: Karin Tepley on behalf of Walk Your Wheels

Reviewed by: Public Safety Committee on 4/3/2023.

Background:

The City of Richland Center has Ordinance 101.25(8a) that states you cannot ride a bike, skateboard, or scooter on the sidewalk of certain blocks of our downtown for safety reasons. The sidewalks are not wide enough to allow people who walk out of a store to be seen by a fast-moving wheeled bike etc.

We want to provide a positive message with an artistic look to remind people – young and old alike, to “Walk Your Wheels.”

Amend Ordinance 101.25(8a)7 - Removing Jefferson Street from the list of streets, which will allow safe travel on the sidewalk to the Pine River Bike Trail, Parks, and Aquatic Center

Print Posters with design/graphic:

The design/graphic will be printed on 11 x 17 and 8.5 x 11 stock will be distributed to downtown businesses, to display the sign in their front window during the Spring/Summer months.

The design/graphic will be used on the information/marketing materials for the “Community/Bike Safety” program that the Miller Public Library organizes each year.

The design/graphic will also be used on Parks/Rec social media marketing and any handout/brochures.

Financial Impact: \$541.83

Funding Source: Contingency

Requested Action:

Finance – Motion: Recommend to Council to fund the design/graphic work by Rogers Create in the amount of \$300 and printing from Shopping News/X-Press Printing in the amount of \$241.83 Total \$541.83

Council – Motion: to amend Ordinance 101.25(8a) 7 to remove (#7) Jefferson Street between Mill Street and Seminary Street. Accept quotes from Rogers Create in the amount of \$300 for design/graphic and quote from Shopping News/X-Press Printing for printing in the amount of \$241.83 Total \$541.83

Attachment(s):

COMMERCIAL PRINTING ESTIMATE

☐ OFFSET ☒ X-PRESS

Customer Name City of Richland Center

Date 3/31/2023

Description of Job

Posters & Stickers

Size 8 1/2 x 11 | 11 x 17 | 4"

Ink Color(s) Full Process

Stock Weight, Color, Kind

Posters-Blazer Satin Cover 100#

☐ We Set ☐ Camera Ready Copy ☐ Reprint

☐ Fold ☐ Pad ☐ Number start with

☐ Perforate ☐ Drill ☐ Stitch ☐ Assemble

Quantity 200 11x17-No Bleed- \$126.80

Quantity 11x17-Bleed- \$132.86 Estimated Price

Quantity 8 1/2 x 11-No Bleed- \$105.94 Estimated Price

8 1/2 x 11-Bleed- \$108.97

200 Stickers - \$37.34
(either 3.9375" or 4.5")
NO 4" available

This is an estimate only and subject to change due to unexpected price changes in papers or other job related materials, or changes in the job by the customer. This estimate valid for 30 days.

Estimate Calculated by

We thank you and look forward to serving you.

mc

“Walk Your Wheels” Campaign

Decals

Created Designs- Don Wedor, Lone Rock

3" @ 200 - 3M iJ180C-V3 with 8520 Matte Laminate \$1.31Ea = \$262.00

4" @ 200 - 3M iJ180C-V3 with 8520 Matte Laminate \$1.75Ea = \$350.00

For an Economy Version with Gloss Laminate

I can do them in a BriteLine Material

3" @ 200 BriteLine Wrap Cast \$0.65ea = \$130.00

4" @ 200 Briteline WrapCast \$.087ea = \$175.00

no laminate decals are only good for like 6 months, but you could almost cut the price in half.

Shopping News/X-Press Printing

3.9375" or 4.5" @ 200 - \$37.34

Posters

Created Designs- Don Wedor, Lone Rock

Wide Formate printing: Each Sheet would be \$111.00 I would cut these all out so you would not get a large sheet lol.

20 copies of 11"x17" a sheet would take 10 sheets = \$1110.00

45 copies of 8.5"x11" would take 4.5 sheets = \$499.50

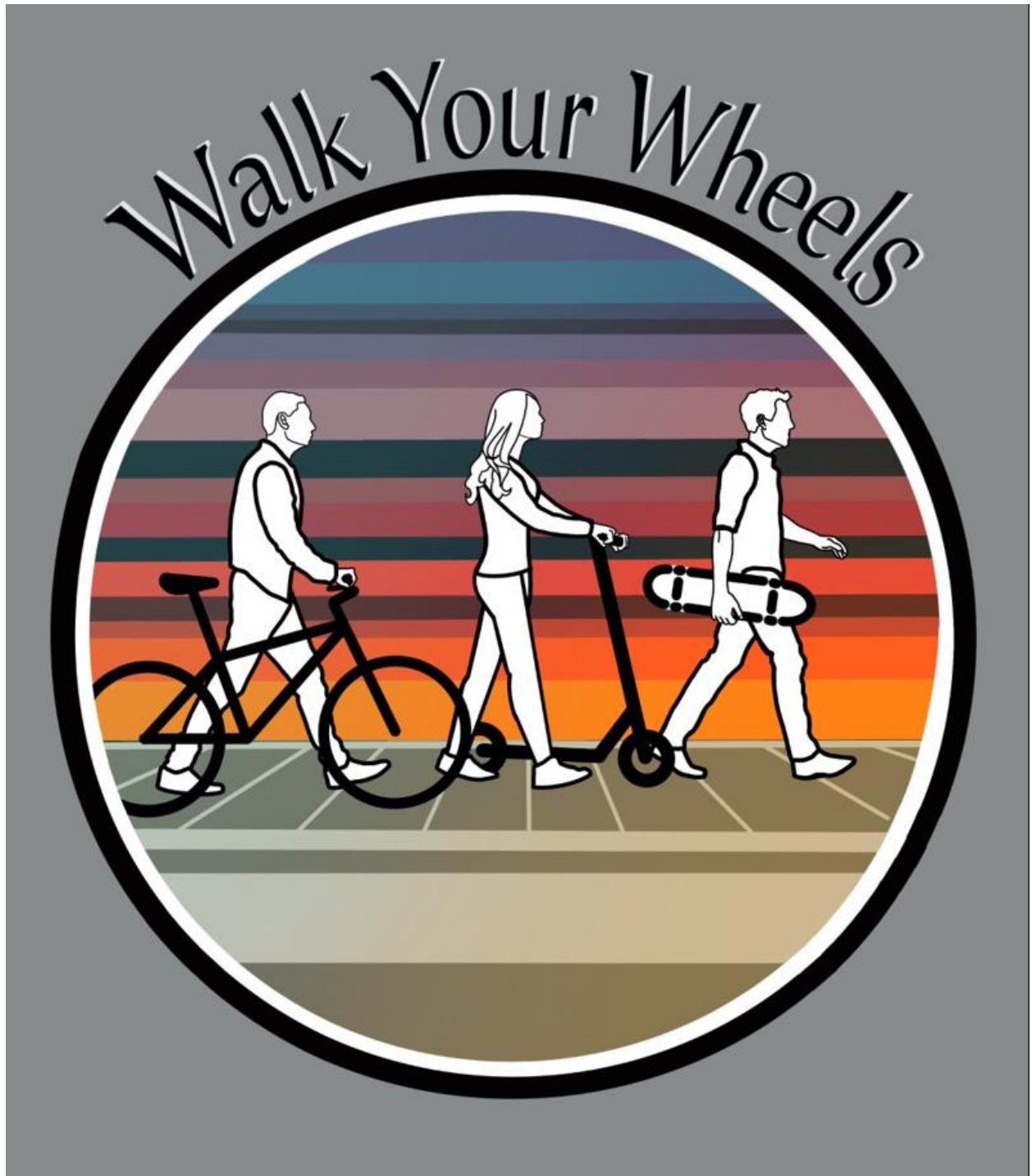
Shopping News/X-Press Printing

11"x17" @ 200 Posters - Process, 100# Cover = \$126.80 - no bleed / \$132.86 - with bleed

8.5"x11" @ 200 Posters - Process, 100# Cover = \$105.94 - no bleed / \$108.97 - with bleed

City of Richland Center

Color copy = \$0.059 per copy + sheet of paper



I. ACCOUNTS PAYABLE POLICY - CITY GENERAL & LIBRARY BOARD FUNDS (REVISED 03-2023)

=====

- **Regular Bills:** Original invoices are to be signed and dated by the head of the applicable department and have the account number written on them. In the absence of the department head, the chair of the committee or the president of the board can sign the original bills. In addition, the library or park board presidents can sign for a group of unpaid bills if the board is unable to meet or if bills are not available at the time of the meeting due to unusual circumstances.

The department head is to complete an "Accounts Payables (AP) List" detailing all invoices they are presenting to their committee. This list shall include the following: name of the vendor to be paid (in alphabetical order), description of the invoice to be paid, account number the invoice is to be posted to and the amount of the invoice. The list will also have the grand total of all the invoices being presented for approval. In addition, at the bottom of the form the department head and committee chair or board president will sign as verification the committee has reviewed the invoices to be paid and they approve the recommendation of payment for the bills presented at that meeting.

After being approved by the appropriate committee or board, the department head brings the original unpaid bills and the AP List of bills approved to the City Clerk/Treasurer office the morning following their committee meeting. In the event the department head is unable to submit these as instructed, they will notify the Clerk/Treasurer and they will have a member of their department submit them the morning following the meeting. *Note: If these items are not submitted as indicated in this policy, the bills will not be included for approval and processing.*

The finance committee regularly meets the 3rd Tuesday of each month to approve payments of bills. City bills are presented to the finance committee for final review and audit before being processed for payment. The bills for the library will be approved by the Library Board*.

Once the disbursement of funds is approved by the Finance Committee or Library Board, payments are generally issued the next day, or as soon as possible if there is an unforeseen circumstance which delays the issuing of the payment.

To avoid miscommunication with vendors, any questions regarding payment status should be referred to the accountant in the Clerk/Treasurer's office.

- **Manual Bills:** Additional city bills that are received between meetings and are due before the committee meets again are classified as "manual" bills. The type of bills that usually are in this category would be regular operating expenses such as insurance/benefit payments, utility payments and other regular monthly payments. For example: pest control, fuel bills, postage, etc. These will be paid without going through the regular bill approval process.

Manual bills may also, on occasion, include an "emergency" or "urgent" invoice that requires payment immediately or else the city would be penalized. This type of payment would be quite rare but would still require the department head to sign and code the invoice, in addition to being signed by the city administrator, but would not require committee approval prior to payment. However, the disbursement will be on the next finance committee agenda for explanation.

- **Cafeteria Plan Payments:** These payments are protected by HIPPA laws and are classified. As such they are not presented for payment approval through committees.
- **Employee Reimbursement Requests:** A "Business Expense Reimbursement" form is given to each department head at the beginning of each year, extra copies can be obtained from the City Clerk/Treasurer office. This form needs to be filled out completely by the employee requesting reimbursement, attach the receipts for the purchase(s) and have it signed by the department head. The department head will include the reimbursement in with their regular bills to be approved.
- **Accounts Payable Documents:** Invoices and AP list will be kept in the City Clerk/Treasurer's office for storage and auditing purposes. However, department heads need to retain a copy of the signed Accounts Payable List for their own department records.

**NOTE: Unlike other departments of the city, the Library Board has authority through state statute 43.58(2) to approve expenditures for the library instead of going through the city finance committee. However, the statute also recognizes the city's authority regarding the disbursement of taxpayer funds thereby permitting the city to disburse library bill payments in the same manner as the other bills of the municipality.*

II. ACCOUNTS PAYABLE POLICY - SPECIAL CASH ACCOUNTS (Draft 1 Created 03-2023)

=====

- **Accounts Payable (AP) Vouchers:** Department heads need to completely fill out an AP voucher for each invoice they are submitting for payment. (See attached) There will be one voucher for each invoice submitted.

The department head and committee chair/board president must sign the voucher to verify the invoice being submitted has been reviewed and approved for payment by the proper governing authority of the funds being disbursed from the special account.

- **Invoices Submitted to Clerk/Treasurer Office for Payment:** Along with the AP voucher, department heads submit signed and dated original invoices to the Clerk/Treasurer office. The city will then issue a payment from the appropriate special account.

Once the payment is completed and issued, the Clerk/Treasurer will fill out the bottom of the AP voucher with the payment details and account balance and return the voucher to the department head for them to retain in their records.

- **Accounts Payable Documents:** Original invoices will be kept in the check register binder in the City Clerk/Treasurer's office for storage and auditing purposes.